HIGH SPEED CONNECTION (COMCAST Form)

(Please type or print neatly)

This form must be completed by the administrator of the community center to receive installation of a single high-speed cable modem, a customized web-browser, and @Home/HSEC Network access through COMCAST Cable Services.

Organization_____

Site Address_____

City_____ State _____ Zip _____

ADMINISTRATOR:

Name: _____

E-mail address _____

Phone # _____Fax # _____

INFORMATION SYSTEMS (IS) CONTACT:

Individual responsible for technical communication between community center and COMCAST Cable Services

Name: _____

E-mail address _____

Phone # _____Fax # _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- **PC processor:**
- **Minimum - Pentium.** *Recommended 166 MHz.*
- **Operating system PC: Windows 95,Windows 98, or NT** *with at least service pac 3.*
- **Can not be put on an NT Server**
- **Does the computer have at least 125 mg of available disk space?** _____Yes_____No
- **Physical RAM (Random Access Memory) Minimum - at least 16MB.** *Recommended: 32MB.*
- **How much RAM _____MB?**
- **Network Connection Device - USB/ ISA, PCI** _____
- **You need an available IRQ & original Operating System software, or Recovery CD. For both MAC and Windows.**

- **Macintosh PC Processor (601,603,603e,G3)** **Minimum - Power Processor 601**
- *Recommended 32MB RAM.*
- **Macintosh Operating system: Minimum - 7.6.1** *Recommended: 7.6.1. Or higher.*
- **Physical Ram Minimum: 24MB -** *Recommended 32MB.*
- **How much RAM do you have _____ MB?**
- **Free uncompressed HD space: 50MB -** *Recommended 50MB.*
- **Open Slot for Network Card, or a built-in Macintosh NIC Card.**
- **Preferred Login and e-mail name:._____ Second Choice: _____**
- **Personal Access Code to verify caller when calling in for service:_____ _____**
- **Password: _____ (needs to be between 6 and 16 characters**

PLEASE COMPLETE THE FOLLOWING QUESTIONS SO WE CAN KEEP YOU "IN THE KNOW" WHEN WE LAUNCH NEW PRODUCTS IN YOUR DISTRICT:

1. What type of computers do you currently use? _____

2. How many computers are currently at this location? _____

3. What are the Internet/Intranet rollout plans for this location? _____

_____

4. Is this center currently on a LAN (Local Area Network)?   __Yes   __No

    If yes, what is the LAN technology? _____

5. Does this center have an existing WAN?   __Yes   __No

    If yes, what is currently hooked up to the WAN_____

6. Are the walls of this center wired?   __Yes   __No

7. What is this center's network operating system? (i.e. Novell, Windows NT, etc.)

    _____

THIS FORM WAS COMPLETED BY:

Name: _____

E-mail address _____

Phone # _____Fax # _____

IF YOU ARE APPLYING FOR SERVICE THROUGH THE CITY OF SEATTLE:
Fax this and the City of Seattle Request & Authorization Form to 206-684-0911
or mail to City of Seattle Department of Information Technology
Suite 2700 Key Tower, P.O. Box 94709, Seattle WA 98124-4709

IF FAXED, PLEASE CALL 233-5061 TO CONFIRM ARRIVAL.

If you have questions about the forms or the City's Access for All free cable modem service project, contact Derrick Hall at derrick.hall@ci.seattle.wa.us or 233-5061.

FOR INTERNAL USE ONLY
To be completed by COMCAST Cable Services system personnel

Node Information :_____
Associated Node Identification Number: Node Released?   ? Yes   ? No
If not released, anticipated date to be activated: _____

System Information:
System Name: _____

Address: _____ City:
_____ State: _____ Zip: _____ System Manager:
_____ Primary System Contact (other than
System Manager):
Person Who Made This Contact   : _____

City of Seattle Access for All Project
Free High Speed Internet Connection
Request and Authorization Form

The City of Seattle in cooperation with COMCAST Broadband Services is providing a limited number of free high speed connections to the Internet for qualified sites providing public access. This Access for All Project is part of the City's effort to ensure citizens technology literacy and access (For more information see http://www.cityofseattle.net/tech/).

If you are interested in participating as an access site, read the attached terms and conditions, fill out this form and the COMCAST High Speed Connection form. Both forms must be completed.
If you have questions, contact Derrick Hall at derrick.hall@ci.seattle.wa.us or 233-5061.
Completing this form does not promise service. Each site must be approved by the City of Seattle Department of Information Technology. While the service area and provider may change later, the free public access connections are currently only available in the COMCAST@Home service delivery area.

Once completed, fax the forms to 684-0911 or mail to City of Seattle DoIT, Suite P.O. Box 94709. Seattle WA 98124-4709

IF YOU FAX, PLEASE CALL 233-5061 TO CONFIRM ARRIVAL OF APPLICATION.

Organization: _____

Site Address: _____ Room Number / Floor_____

City: _____ Zip _____

Contact name _____ Phone _____

Contact email _____

Technical Contact (if different) _____ Email or phone _____

Maintenance/ Building manager (if different) _____ Email or phone _____

Does TCI/COMCAST provide cable service in your area? _____No _____ Yes _____ Don't know

Short description of your organization and how you will use this Internet access (Write here or include attachment)

NUMBER OF COMPUTERS:
The cable Internet service at this site will initially serve ___ number of computers for community access.
In the next two years, we estimate we will have ____ computers.

Are you requesting a __ Single modem, single machine connection or __ Multiple machine connection?

If multiple computers, should the cable modem be connected to a __ LAN (Network) or to __ EACH INDIVIDUAL MACHINE?

Do you have a proxy server, dhcp server and/or software such as Winproxy to connect this cable service to a LAN? __ Yes / __ No

HOURS OF AVAILABILITY
The access provided at this site will be available to the public for at least __ hours per week.

*Site offering training classes must provide at least 7 hours per week of open community access. Sites serving as public access only without specific training classes must provide access at least 40% of facility hours or not less than 10 hours per week, whichever is greater.

I have read and agree to abide by the terms and conditions stated in this agreement.
Signed,

_____   _____
Name of authorized person   Signature

Title _____   Date signed _____

Phone _____ Extension _____   Email _____

City of Seattle Access for All Project
Free High Speed Internet Connection

TERMS AND CONDITIONS

The Access for All Project is part of the City's effort to ensure citizens technology literacy and access.
For more information see http://www.cityofseattle.net/tech/.

Who is eligible for an Internet connection?

This service is being provided to enable sites to offer public access to technology.   In an effort to ensure access, the City will distribute its limited number of Internet connections to public agencies, non-profit organizations and other sites where placement will contribute to the City of Seattle's technology literacy and access goals.

Site offering training classes must provide at least 7 hours per week of open community access. Sites serving as public access only without specific training classes must provide access at least 40% of facility hours or not less than 10 hours per week, whichever is greater.

What the connection can be used for and cannot be used for:

- This service is to be used for public access and training.
- The organization agrees not to discriminate.
- **The facility must be open to the public, but the organization may make reasonable accommodation to ensure security of the facility, equipment and staff.** This may include asking for user identification and/or requiring the user to attend an orientation session.
-
- This Internet service is not intended to provide connectivity to staff and be used for the general operations and administration of an organization. This does not prevent the organization from seeking other donated services from AT&T or other providers for staff Internet connectivity.
- This service may not be used for commercial purposes.
- Any Web site servers or other delivery of Internet services from a recipient site may only provided as a component of a training program and/or to deliver non-commercial and non-religious community information.

Fees:
The organization will receive the Internet service, cable modem and installation at no charge. This agreement is for basic Internet service as determined by agreement between the City of Seattle and AT&T. The organization is responsible for any charges for additional ordered AT&T@Home services. All participants will be notified once the agreement period has expired and given the choice of disconnection or continuation of the service at Current Subscriber Rates.

In return, no fee shall be charged the user of the public access terminal for use during public access hours.
The organization agrees that reaching low income residents is important and shall make an effort to include low-income users either through subsidized classes, waivers, or volunteer hours.

Termination of Service
Violation of any of these provisions is grounds for termination of this agreement and the City may authorize AT&T to cancel the City/AT&T subsidized service and reclaim any City or AT&T hardware on site. This does not prevent the organization from purchasing or seeking other contributed services from AT&T. The City of Seattle reserves the right to revoke or change the terms of service with reasonable notice to the recipient of this service.

At the end of the service period, the user agree to either disconnect service and return the Cable Modem to a TCI/AT&T Payment Center or to start paying for service at current subscriber rates.

Connection and Responsibility for Equipment

- Installation costs will be waived.
- This form must be completed, signed and submitted to the City for processing. Upon approval and receipt of this form, you will be contacted to arrange for installation. Someone designated by you over the age of 18 must be present at the time of installation.
- All AT&T@Home equipment will at all times remain the property of AT&T@Home or its designee. The recipient organization is responsible for the security and proper care of AT&T@Home equipment. This agreement does not cover repairs beyond normal wear and tear. Repairs are subject to current subscriber rates.
- While AT&T and the City will provide advice, the recipient organization is responsible for any connection of the cable modem service to a networked configuration.

Reporting and Publicity

The organization agrees to:
- Post a sign provided by the City in a location visible from the street indicating that this a Public Access Internet site;
- Enter and keep current on at least a semi-annual basis an entry for this site in the City's Technology Access Site Directory at **http://cityofseattle.net/tech/techmap.htm**. This shall include hours of public access, classes offered and number of computers.
- Clearly identify onsite in each area that the Internet service is provided that "Internet Services are being provided as a community service by the City of Seattle Department of Information Technology and AT&T At Home.